Permit Tracking System
Data Entry Form

Instructions:

Please have the following information filled out at the time of permit submittal. If a specific item is not applicable, please write N/A next to that item. Please print clearly.

1. Please write in the project name (not to exceed 32 characters). It is helpful if the project name is unique.

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2. Please circle the appropriate land use classification for the proposal.

   Single-family residential
   Multi-family residential
   Commercial
   Manufacturing
   Industrial
   Other

3. Please provide a summary of the project description including number of lots, proposed total square footage and proposed uses.

   _____
   _____
   _____
   _____

4. For Binding Site Plans, Short Plats or Plats, please provide the total number of lots proposed:_____

5. For new construction, please provide the total gross floor area proposed: _____

6. Did you attend a Design Review Board Pre-application meeting? Y   N
   If Y, please provide the date of the meeting:_____

7. Did you attend a Technical Committee Pre-application meeting? Y   N
   If Y, please provide the date of the meeting:_____

8. If the proposal is for a commercial Tree Removal Permit, please provide the acreage of the project area:_____

9. If the proposal is for an Administrative Modification for a permit previously approved, please provide the original project name and total application fee assessed for that permit:_____

10. If the proposal is for a Special Use Permit, please circle the proposed use:

    -Animal Boarding, Accessory Dwelling Unit, Auto/RV/Boat sales, Bank with Drive Through, Batch Plant, Cart Street Vendor, Religious Facility, Day Care, Non conforming Use in Downtown

Over ➜

Please provide the following information for all parties noted.

	Name	Address	Phone with Area Code	Fax	E-mail
Owner					
Applicant					
Contact					
Architect					
Landscape Architect					
Civil Engineer					
Surveyor					
Arborist					
Environmental Consultant					

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